

CRIME ANALYST

NATURE OF WORK

This is responsible work in the Crime Analysis unit creating maps, charts and graphs used in the analysis of crime trends.

Work involves creating maps used to analyze crime trends; maintaining files and statistics related to crime patterns; coordinating the Problem Resolution Team meetings; and participating in a variety of meetings relevant to the mapping of crime in the City of Lincoln. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Creates, maintains and manipulates databases of police incidents using mainframe and personal computer software; reviews and troubleshoots data errors, inconsistencies, file transfer problems, software and printer problems.

Uses desktop publishing, mugshot software and graphics software to create layouts and designs of crime bulletins, wanted persons flyers and similar publications.

Operates audio-visual equipment, especially LCD projectors and related equipment to produce multi-media presentations for audiences.

Examines data files and geocoded crime maps to locate crime clusters; draws upon knowledge of criminal activity, criminal behavior and physical environments to develop hypotheses about the relationship of crimes to one another, and to offenders; reviews specific police reports to discern modus operandi patterns.

Coordinates the Problem Resolution Team (PRT) meetings; maintains a variety of data relevant to the meetings; takes digital pictures of open PRT cases and downloads into a power point file.

Accesses crimes on a map, analyzing the clusters and looking at methods of operation, times and dates for similarities or methods of operation; builds spreadsheets to assist in plotting data on maps; communicates with officers, detectives and commanders to exchange information regarding crime trends, patterns and offenders.

Updates and maintains weekly files of crime patterns for others to use on ArcView; designs and publishes large maps of City using ArcView software; distributes throughout the Department.

Participates in ACUDAT meetings; prepares data, maps and booklets for meetings.

Reads daily reports to keep updated on crime patterns and to enter on Crime Analysis Bulletin Board.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of GIS (ArcView) software in order to plot crimes on a map.

Considerable knowledge of database applications, spreadsheets, graphics, desktop publishing, word processing and geographic information system software and techniques.

Knowledge regarding the elements of crimes, nature of criminal offense patterns (modus operandi) and crime classification.

Knowledge of the geography of the city.

Ability to operate and perform minor maintenance and repair on LCD projectors, printers and plotters.

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to maintain the confidentiality of information.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and some course work in computer studies or experience with database or spreadsheets, word processing, graphics, desktop publishing and ArcView software plus experience with LCD projection equipment with a variety of input devices.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience utilizing GIS software and some experience plotting trends on maps; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

1/2001

Title Change: 9/2002

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